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I, JULIE BILLINGSLEY, TEAM LEADER EXAMINATION SUPPORT AND SALES hereby certify that annexed is a true copy of the Provisional specification in connection with Application No. 2003905085 for a patent by 80-20 SOFTWARE PTY. LIMITED as filed on 18 September 2003.

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Thirtieth day of September 2004

JULIE BILLINGSLEY
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AUSTRALIA

Patents Act 1990

PROVISIONAL SPECIFICATION

APPLICANT: 80-20 SOFTWARE PTY. LIMITED
NUMBER:
FILING DATE:

Invention Title: SMART FOLDER SOFTWARE

The invention is described in the following statement:-

SMART FOLDER SOFTWARE

Area of the Invention

This invention relates to computer software document management systems and in particular to such a management system which, given its knowledge of the type of documents presented to it is able to process these in an appropriate manner.

Background to the Invention

The basic function of document management software is to manage a document's lifetime from creation to destruction. In large organisations software is preferably designed to securely and dependably manage every electronic document produced with the enterprise and reliably retrieve those documents wherever and whenever required.

Such document management software typically has the following components, which are a database, a browser interface, a search interface and a method of intercepting file save and open calls.

Document management extension software merges the traditional functionality of index databases, file repositories and messaging systems and provides an efficient means

for handling conventional documentation which is used by or disseminated to various members of a particular business community.

Other documents however may be of a particular type and need to be handled in accordance with a known set of rules. Such handling has in the past been effected by a person familiar with the requirements of a document or record as there has not been software which was able to recognise the document and automatically deal with it appropriately.

Outline of the Invention

It is an object of the invention to provide software for use with document management extension (DME) software said software being able to process a folder and its documents in accordance with specific rules known to be associated with that document.

The invention is a software means of handling specific documents or records which have a unique identity in a generally automated manner which is in accordance with a known set of rules associated with those documents or records.

In order that the invention may be more readily understood a specific example of the invention will be described herein by way of non limiting example in association with an

example of a document handled by the invention software as shown in the appended diagram.

Brief Description of an Embodiment of the Invention

In order to distinguish the document management software of the invention from earlier such software the term smart folder will be used to describe a document container used in association with this software.

A smart folder is treated in the invention like any document or set of documents. It has a unique identity and can have document metadata associated with it including document type, status, keywords and custom properties.

This folder can have permissions assigned to it which determine which users can modify or browse the folder, have access to its contents and add documents to the folder.

It is preferred that a smart folder can also be declared as a record and therefore have record retention information assigned to it as is possible with any document in the system.

It is preferred that the smart folder be able to contain one or more documents and sub folders. It has a templating function which allows the owner of the smart folder to specify

what document metadata and permissions are assigned to any documents stored in the folder. Users with appropriate permissions can therefore save documents into the folder and, at this point, the metadata and permissions specified in the template are applied to the documents on entry. Every document contained within a smart folder maintains a pointer to its parent folder.

If a smart folder is declared a record then all documents contained in the folder are also declared as records. The retention of documents is driven by the retention information of their parent folder such that once the time specified for a document to be retained has elapsed it can be automatically removed.

It is preferred however that an individual record's retention information can be overridden with different retention information if so required.

A record smart folder may become due for disposal when all contents of the folder are due. Thus the most severe retention date for any document in the folder in the system determines when the whole smart folder becomes due for disposal. When the folder is disposed of all the contents of the folder are also disposed of.
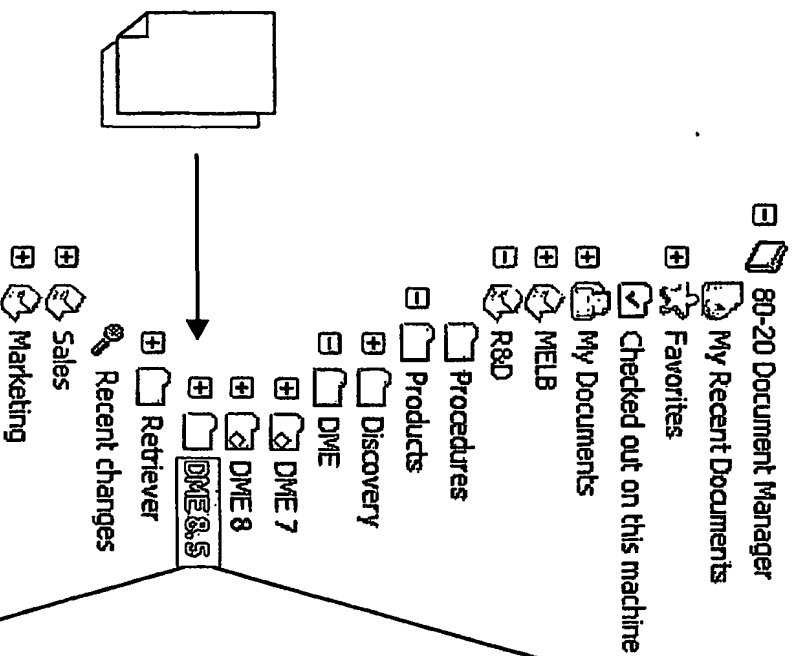
The features of the embodiment of the invention described represent a specific embodiment of the invention which lies in a document management system which deals with documents in accordance with a recognised set of appropriate rules.

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It is envisaged however that other embodiments of the invention will exhibit any number of and any combination of the features of those previously described and whilst we have described herein one specific embodiment of the invention it is to be understood that variations and modifications in this can be made without departing from the spirit and scope thereof.

Dated: 18 September 2003

80-20 Software Pty. Limited
By its Patent Attorneys
A TATLOCK & ASSOCIATES

80-20 Smart Folders ™

- 80-20 Document Manager
  - My Recent Documents
  - Favorites
  - Checked out on this machine
  - My Documents
  - MELB
  - R&D
    - Procedures
    - Discovery
    - Products
    - DME
      - DME
      - DME 7
      - DME 8
      - **DME 8.5**
  - Retriever
  - Recent changes
  - Sales
  - Marketing

Test Folder Properties

General | Advanced | Permissions | Template | History | Record

Schedule

Folder Opened:	15/05/2003 ▾ at 12:30:00 PM ⇕
Folder Closed:	31/12/2003 12:59:59 PM Set...
	The folder is currently Open

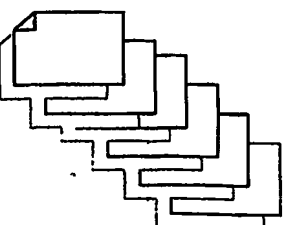|	
Schedule ID:	1212 Select... ⋮▾
Schedule Title:	ESTABLISHMENT - Variations
	Destroy 7 years after position or assigned duties have been abolished or altered
Trigger Date:	30/3/2003 ▾
Destruction Due:	Friday, 30 March 2010
Classification:	(None)

Custom Properties

Security Classification	Top Secret
TRIM ID	-

OK   Cancel

Hierarchical document container

Documents controlled by common data & business rules:

- Document
  - Metadata
- Access permissions
- Record retention policies

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